

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – December 10, 2019 – 2:00 P.M.

The regular meeting of the Knox County Commission was held on Tuesday, December 10, 2019, at 2:00 P.M., at the County Courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, and Richard L. Parent, Jr., Commissioner District #2 and Sharyn L. Pohlman, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, EMA Director Ray Sisk, and Airport Manager Jeff Northgraves

Others in attendance:

Regular Meeting – Agenda **Tuesday – December 10, 2019 – 2:00 P.M.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the Chair.
- III. 2:10 Consent Items**
 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of November 12, 2019.
 - iii. Monthly Written Departmental Reports.
 - iv. Reserve Withdrawals.
- IV. 2:20 Action Items**
 - Act to Approve and Authorize the Chair to Execute the Consent and Assignment Document to Transfer the Hangar #45 Lease from George Enman to Daniel Dufault.
 - Act on Appointments to the Knox County Regional Communications Center Executive Board for 2020.
 - Act on Approval of the Transfer of Forfeited Assets in the Form of \$998.30 (*or any portion thereof*) to Knox County in the *State of Maine v. Michael R. Salmons*.
 - Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the National Correctional Employees Union.
 - Act to Reconsider Approving Reappointments to the Knox County Board of Assessment Review.
 - Act to Close the Knox County Administrative Offices for the Christmas and New Year's Holidays.
- V. 2:45 Discussion Items**
 1. Update on the Jail HVAC Repair/Replacement Project.
- VI. 3:00 Other Business**
- VII. Adjourn**

I. Meeting Called to Order:

Commission Chair Parent called the Regular Meeting of the Knox County Commission to order at 2:02 P.M.

II. Public Comment:

Commissioner Parent asked for public comment:
None

III. Consent Items:

1. Approve Consent Items as Presented:
 - v. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - vi. Minutes of Regular Commission Meeting of November 12, 2019
 - vii. Monthly Written Departmental Reports.
 - viii. Reserve Withdrawals.
- *A motion was made by Commissioner Pohlman to approve the Consent Items as presented. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

IV. Action Items:

1. **Act to Approve and Authorize the Chair to Execute the Consent and Assignment Document to Transfer the Hangar #45 Lease from George Enman to Daniel Dufault.**

This item was tabled at the November 12, 2019 Regular Monthly Commission Meeting. The paperwork has now been received. Mr. Enman has sold his hangar to Mr. Dufault, and is required to request County Commission approval to transfer the lease agreement for the airport land the hangar sits on. The Airport Manager recommends approval.

- *A motion was made by Commissioner Meriwether to Approve and Authorize the Chair to Execute the consent and Assignment Document to Transfer the Hangar #45 Lease from George Enman to Daniel Dufault. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*
2. **Act on Appointments to the Knox County Regional Communications Center Executive Board for 2020.**

The KRCC Users Group voted at their meeting on October 15, 2019 to recommend that the Commission reappoint Rockland Assistant Fire Chief Adam Miceli to be the Fire representative, reappoint Rockland Police Chief Chris Young to be the Law Enforcement representative, and reappoint Union EMS Director Jesse Thompson to be the EMS representative. These terms will end on December 31, 2021.

- *A motion was made by Commissioner Meriwether to Act on Appointments to the Knox County Regional Communications Center Executive Board for 2020. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*
3. **Act on Approval of the Transfer of Forfeited Assets in the Form of \$998.30 (or any portion thereof) to Knox County in the State of Maine v. Michael R. Salmons.**

This is a standard approval of transfer of assets. It does not guarantee that the County will receive the funds but lets the State's Attorney General's Office know that the County will accept the funds if offered.

- *A motion was made by Commissioner Meriwether to Act on Approval of the Transfer of Forfeited Assets in the Form of \$998.30 (or any portion thereof) to Knox County in the State of Maine v. Michael R. Salmons. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*
4. **Act to Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the Fraternal Correctional Employees Union.**

The Memorandum of Understanding (MOU) covers several changes to National Correctional Employees Union (NCEU) Contract.

 1. **Compensation:** We have a wage re-opener for each year of the NCEU Union Contract. In 2019, a negotiated was made with the union regarding compensation. This MOU documents the approved changes, including the grade changes for corrections positions. All of these items were discussed with the Commission and the Budget Committee during the fall.

- *A motion was made by Commissioner Meriwether to Act on Approve and Sign the Memorandum of Understanding (MOU) Between the County of Knox and the Fraternal Correctional Employees Union. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

5. Act to Approve Reappointments to the Knox County Board of Assessment Review.

This item was on the November 12, 2019 Commission Monthly Meeting Agenda. Administrator Hart placed it again on this agenda for the Commission to reconsider the appointments to the Board of Assessment Review (BAR). Initially, a packet of information was provided to the Commission regarding the wrong individuals and the terms that were expiring. Every November several of the Knox County Board of Assessment Review board members need to be reappointed when their term ends on November 5th of that year. This year, Wesley Robinson, Marian Robinson, and Tammy Brown need to be reappointed to another term ending November 5, 2022. Wesley, Marian, and Tammy want to continue on the Board. A copy of the membership list is in the Commission packet.

- *A motion was made by Commissioner Meriwether to Act to Approve Reappointments to the Knox County Board of Assessment Review. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

6. Act to Close the Knox County Administrative Offices on Monday, December 24, 2019.

Clerk of Courts Eileen Bridges has informed Administrator Hart that the State Courts will all be closed all day for the Christmas Eve Holiday on Tuesday, December 24, 2019. They will also not open until 12:00 Noon on Thursday, December 26, 2019. They also will be closed all day on New Year's Eve, Tuesday December 31, 2019. Administrator Hart's recommendation to the Commission is to consider for approval for an "Administrative Closing" for all day on Tuesday, December 24, 2019, ½ day on Thursday December 26, 2019 to open at 12:00 Noon, and for all day on Tuesday December 31, 2019. This will not be considered a holiday, but rather an administrative closing. This closing for Christmas Eve, ½ day after Christmas, and closing for New Years Eve would be a onetime approval, and any future recommended closings would be brought back to the Commission for review and approval.

- *A motion was made by Commissioner Meriwether to Act to Close the Knox County Administrative Offices on Monday, December 24, 2019. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

V. Discussion Items:

1. Update on Jail HVAC Project.

- Siemens has completed the project. There has not been a final update as of yet. Still waiting to hear from Gary Robinson from Siemens.

VI. Other Business:

- Thursday, December 12th, Knox County will be hosting a meeting on EMS. Administrator Hart wanted to make it clear that this meeting is NOT a meeting to discuss Knox County taking over the EMS. A lot of Town officials wanted to hold a meeting to talk about issues EMS serves are facing and how to communicate together, and Knox County agreed to host the meeting.
- Will hold a meeting with the Executive Board and the Commissioners on December 18th at 10:00 A.M., in the EMA conference room. Some ideas thrown out by the Commissioners: Two Commissioners would like to have a meeting before the KRCC Executive Board They want to discuss a time line for hiring a Director. (*Right now there is an interim director for 6 months.*) Commissioner Pohlman would like to propose to have a discussion prior to that meeting on the 18th. (*She would prefer to meet the day before.*) Commissioner Parent proposed to meet individually with the Administrator on Tuesday @ 2:00 P.M. for a half an hour, and then determine if an additional meeting is needed. Administrator Hart stated cannot meet with all three Commissioners prior to the meeting (*this could potentially cause problems*). This meeting is just to find out if the Commissioners are on the same page as the Executive Board.

VII. Adjourn

- *A motion was made by Commissioner Meriwether to adjourn the meeting. The motion was seconded by Commissioner Pohlman. A vote was taken with all in favor.*

The meeting adjourned at 2:58 P.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

**The Knox County Commission approved these minutes at their regular meeting
held on January 14, 2020.**